

## FY 2015-2016 Weatherization Program Manual Summary of Changes

*Changes effective July 1, 2015*

Section	Topic	Revision	Source
1.2.1	Lobbying	Edited to clarify weatherization program funds shall not be used for lobbying activities	Grantee/DES
1.2.2	Conflict of Interest	Added requirement that any potential conflict of interest be disclosed in writing	2 CFR 200.112
1.2.3; G.2	Confidentiality	Edited to clarify Grantee employees with access to confidential information (not contractors) must sign the HE+ Non-Disclosure Agreement annually	Grantee/DES
1.2.5	Complaints	Added optional complaint reporting form	Grantee/DES
1.2.6	Final Inspections	New section added	DOE WPN 15-4
1.2.12	Local Coordination	Deleted Local Coordination Plan requirement; Grantees shall coordinate efforts with local agencies including vendors that do not participate in Public Benefits	Grantee/DES
2.5.1	Deferral Notifications	Deleted requirement that notification letter be certified	Grantee/DES
2.7	Limited Weatherization	New section added summarizing the Limited Weatherization program	Grantee/DES
2.8.1	Manufactured Home Proof of Ownership	New section added to provide guidance on verifying manufactured and mobile home proof of ownership	Grantee/DES
4.7	Interest Income	Edited to raise threshold for funds that must be returned to the Division from \$250 to \$500	2 CFR 200.449
5.1	General	Edited to clarify under expenditures of DOA T&TA funds shall not be used to cover over expenditures of other fund line items	Grantee/DES
5.1	General	Edited to clarify prior approval is not required for bonus/incentive plans	Grantee/DES
5.2	Administration	Edited to clarify allowable expenses for administrative salaries	2 CFR 200.413
5.2	Administration	Edited to clarify allowable expenses for membership dues and subscriptions	2 CFR 200.454
5.4.1	Support Labor	Edited to clarify support labor includes training time not included in the Direct Labor Rate calculation	Grantee/DES
5.6	Liability Insurance	Edited to recommend a competitive process for purchase of an agency wide liability insurance policy, rather than a procurement process	Grantee/DES
5.10	DOE Average Unit Cost	Average cost limit raised from \$6,987 to \$7,105	DOE WPN 15-2
6.6	Procurement	Added reference to optional solicitation list for procurement of financial audit services	Grantee/DES
6.7.3	Supplier Diversity Preference	Minority Price Preference modified and renamed; Disabled Veteran-owned Business Enterprises added as eligible for price preference	Grantee/DES
6.9; 8.2	Lien Waivers	Edited to clarify a signed lien waiver is optional	Grantee/DES
7.5.2	Inventory Asset Account	Edited to streamline section and inventory record requirements	Grantee/DES
8.2	Client Files	Added final inspection completion certificate (Work Agreement sign-off)	DOE WPN 15-4
8.2	Client Files	Added Quality Assurance Inspection Certificate, when applicable	DOE WPN 15-4

## FY 2015-2016 Weatherization Program Manual Summary of Changes

*Changes effective July 1, 2015*

Section	Topic	Revision	Source
8.2	Client Files	Edited Diagnostics Workbook item to provide accurate description of worksheets	Grantee/DES
8.2	Client Files	Edited to clarify a copy of the receipt for payment is acceptable documentation if permit not provided by local jurisdiction	Grantee/DES
8.5	Historic Review	Edited to add link to optional submittal template	Grantee/DES
10.6.2	Heating System Analysis	Added personal CO monitor as required equipment	SWS 2.0105.1b
11.1	General Specifications	Added language to clarify all heating envelope measures shall be installed to meet a minimum expected service life of 20 years	SWS 4.1006.2
11.4.11; 11.5	Water Heater Standards: Minimum Requirements	Energy factor for gas and electric water heaters updated to federal energy standard	Grantee/DES
11.4.7	Vapor Retarders	Added language to clarify ground moisture vapor retarders shall meet minimum resistance standard ASTM E1745	SWS 2.0403.2c
11.4.19	Refrigerators	Edited to reflect new specifications for refrigerators and freezers	Grantee/DES
12.1.3	Worker Safety	Edited to clarify Grantees are not required to verify contractor respirator training/testing	Grantee/DES
Appendix A	Definitions	Added definitions: Contractor, Program Income, Quality Control Inspector, Standard Work Specifications	2 CFR 200; DOE WPN 15-4
B.3.1; D.2.1	Attic and Kneewall	Edited to increase minimum required insulation for exhaust fans from R-6 to R-8	SWS 6.6002.1
B.3.1; B.4.2; D.3.2	Attic and Kneewall; Other Heating System Work	Edited to increase minimum required insulation for heating system ducts from R-10 to R-11	SWS 4.1601.1
B.3.3	Foundation Insulation	Added language requiring a laminated sign be posted in crawlspace area; optional template created	SWS 2.0701.2
B.3.3	Foundation Insulation	Edited to clarify when insulation is not installed, a vapor retarder shall be reported as a Health and Safety measure	Grantee/DES
B.4.2; D.3.2	Other Heating Systems Work	Edited to delete the requirement that boiler expansion tanks be replaced due to age and clarify air excluding devices should only be installed on compression tanks; Edited to give Grantees the option to bond existing CSST	Grantee/DES
B.5.2; C.3; D.4.2	Water Heater Tank Insulation	Edited to change R-value from R-10 to R-24	SWS 7.8103.1c

**FY 2015-2016 Weatherization Program Manual Summary of Changes**  
*Changes effective July 1, 2015*

<b>Section</b>	<b>Topic</b>	<b>Revision</b>	<b>Source</b>
B.5.3; C.3; D.4.3	Refrigerator Replacement	Edited to update specifications and guidelines for sizing a replacement refrigerator	Grantee/DES
B.5.4; C.3	Freezer Replacement	Edited to update specifications and modeling guidance (Freezer Replacement Calculator)	Grantee/DES
B.6.5	Health and Safety (1-4 unit buildings)	Edited to require installation of a smoke detector on every floor of building and a CO alarm in the vicinity of sleeping areas	SWS 2.0301
D.2.1	Ceiling or Attic Areas	Edited to delete requirement that mechanical fasteners be installed to secure attic hatch	Grantee/DES
E.2.4	Lead-Safe Certified Firm	New section added to clarify certification process for firms working on Tribal Lands	Grantee/DES
F.3	General ACM Policy	Edited to clarify removal of vermiculite insulation is not allowed	Grantee/DES
F.3; F.3.2	General ACM Policy	Edited to clarify when removal and disturbance of stucco and slate exceeds O&M	Grantee/DES
F.4.4	Hazardous Materials Coordinator Role	Edited to delete the data collection requirement; the Coordinator shall ensure that records are maintained as required by state and federal rules	Grantee/DES